

Sample Privacy Act Request Letter

Date

DLA FOIA/Privacy Office
Defense Logistics Agency, ATTN: DGA
8725 John J Kingman Road, Suite 1644
Fort Belvoir, VA 22060-6221

Re: Privacy Act Request

Dear Privacy Officer :

This is a request under the Privacy Act, 5 U.S.C. § 552a and for copies of all records you have in your possession about me.

In an effort to assist with your search for these records, I am providing the following additional information about myself:

Full name:
Current address:
Date and place of birth:
Citizenship status:

[Optional: Please explain contact, if any, with the Agency and any additional personal data you don't mind revealing to the agency, such as other names used, former places of residence, foreign travel, government and other employment, political activities, etc., that would help us distinguish between you and other individuals with the same or similar names.]

If you deny any or this entire request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of appeal procedures available to me under the law.

[Optional: If you have any questions about handling this request, you may telephone me at (home phone) or at my (office phone).]

Thank you for your consideration of my request.

Sincerely,

(Signature)

Name Address City, State, Zip Code
Telephone number [Optional]

(NOTE: Individuals submitting a written request for access to their own records must agree to pay duplication costs, identify the System of Records to be searched, and provide a secondary identifier, e.g., certificate of identity, a date of birth or social security number.)